

Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Monday 14th November 2022

PRESENT: Councillor G Ellis (Chair)
Councillor G Cooke (Vice-Chair)
Councillor C Goodhind
Councillor J Oatley
Councillor S Rabey

IN ATTENDANCE: Councillor J Hubbard

OFFICERS: Linda Roberts Town Clerk
Christine Hunter Committee Clerk

PUBLIC PARTICIPATION: One member of the public was present virtually.

308/22 Apologies

Apologies for absence were received from Councillor Aves.

309/22 Declarations of Interest

Councillor Rabey declared an interest in relation to minute number 324/22 in respect of Extension/Alteration of No Waiting Any Time Restrictions on Portal Road Melksham. Councillor Rabey remained in the meeting and took part in the debate on this item.

310/22 Minutes

It was proposed by Councillor Rabey, seconded by Councillor Goodhind and

UNANIMOUSLY RESOLVED that the minutes of 10 October 2022, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Ellis.

311/22 Licensing Application - Ten Hides Distillery, 14 Avonside Enterprise Park Melksham SN12 8BT

The Licensing Application for Ten Hides Distillery at 14 Avonside Enterprise Park Melksham SN12 8BT was considered.

It was proposed by Councillor Rabey, seconded by Councillor Cooke and

UNANIMOUSLY RESOLVED to advise the Wiltshire Council Licensing team that the Town Council supported the application for Licensing Application submitted by Ten Hides Distillery.

312/22 Planning Applications

The Council had **no objection** to the following planning applications:

[PL/2022/07511](#) UNITS 3 AND 4 CHALLEYMEAD BUSINESS PARK, BRADFORD ROAD, MELKSHAM SN12 8BU
Insertion of roller shutter and pedestrian access to unit 4.
Consultation Deadline: 4 November 2022
It was proposed by Councillor Rabey, seconded by Councillor Goodhind and

UNANIMOUSLY RESOLVED to support the application

[PL/2022/07711](#) 40 ADDISON ROAD, MELKSHAM SN12 8DR
Proposed ancillary accommodation outbuilding
Consultation Deadline: 10 November 2022
It was proposed by Councillor Cooke, seconded by Councillor Rabey and

UNANIMOUSLY RESOLVED to support the application subject to Wiltshire Council approval, with the condition that the unit would only be used as residential accommodation by friends or members of the family but could not be used as a rental property or sold as a residential unit.

[PL/2022/07738](#) 16 BREAM CLOSE, MELKSHAM SN12 7JX
Conversion to side of property with a grey polycarbonate roof
Consultation Deadline: 18 November 2022
It was proposed by Councillor Oatley, seconded by Councillor Rabey and

UNANIMOUSLY RESOLVED to support the application

[PL/2022/08235](#) 30 SAVERNAKE AVENUE, MELKSHAM SN12 7HB
Single storey side extension to provide a garage and kitchen extension.
Consultation Deadline: 28 November 2022
It was proposed by Councillor Oatley, seconded by Councillor Cooke and

UNANIMOUSLY RESOLVED to support the application

[PL/2022/08197](#) 8 ROWAN COURT, MELKSHAM SN12 6HS
Proposed replacement of concrete profile roof tiles with grey/anthracite concrete slay effect tile.
Consultation Deadline: 29 November 2022

It was proposed by Councillor Rabey, seconded by Councillor Cooke and

UNANIMOUSLY RESOLVED to support the application

[PL/2022/08343](#)

43 CHURCHILL AVENUE, MELKSHAM SN12 7JN

Proposed first floor rear extension & front porch.

Consultation Deadline: 29 November 2022

It was proposed by Councillor Oatley, seconded by Councillor Goodhind and

UNANIMOUSLY RESOLVED to support the application

The Tree Warden Reports for planning applications PL/2022/07622 and PL/2022/08535 were noted.

PL/2022/07622

Proposed works to trees in a conservation area

T1 – Crown reduce Ceanothus Tree by approximately 30%

Consultation Deadline: 7 November 2022

It was proposed by Councillor Rabey, seconded by Councillor Goodhind and

UNANIMOUSLY RESOLVED to support the application

[PL/2022/08535](#)

32 CHURCH WALK, MELKSHAM SN12 7LY

Notification of proposed works to trees in a conservation area.

2 x Yew trees – reduce to form a hedge. Robinia tree- reduce canopy by 25%. Apple tree – prune.

Consultation Deadline: 25 November 2022

It was proposed by Councillor Goodhind, seconded by Councillor Cooke and

UNANIMOUSLY RESOLVED to support the application

The following Certificate of Lawfulness was noted.

PL/2022/07919

LAWFUL DEVELOPMENT CERTIFICATE FOR AN EXISTING USE

10 FIELDSVIEW, MELKSHAM SN12 8FF

Certificate of lawfulness for change of use from class C3(a)

Dwellinghouse to C4 House in Multiple Occupation for up to Six Persons to establish if it's considered Permitted Development.

312/22.1

Planning Application PL/2022/06221 Land at Upside Melksham

The extract from Melksham Without Parish Council's Planning Committee minutes of 17 October 2022 regarding Planning Application PL/2022/06221 were noted.

The Town Clerk confirmed that the management of the open spaces would be transferred to a management company to maintain. Liaison with the developers could enable more wetlands to be provided on the development.

313/22 Planning Decisions

The following planning decisions were noted:

- | | |
|-------------------------------|---|
| PL/2022/04826 | 22 CORNFLOWER WAY, MELKSHAM, SN12 7SW
Extension to existing drop kerb to allow an extra car to be parked off road.
MTC Response: No Objection
Decision: Approve with Conditions |
| PL/2022/06333 | 15-17 CHURCH STREET, MELKSHAM, SN12 6LS
Modification of rear louvre grille to allow for a new extraction system for (pizza oven business)- part retrospective.
MTC Response: No Objection
Decision: Withdrawn by Applicant |
| PL/2022/06253 | 57 ADDISON ROAD, MELKSHAM, SN12 8DR
Single storey rear extension to provide a family room/kitchen, utility & garage for a trike motorcycle.
MTC Response: No Objection
Decision: Approve with Conditions |
| PL/2022/06033 | 30 BANK STREET, MELKSHAM, SN12 6LG
Two storey rear extension with internal alterations
MTC Response: No Objection
Decision: Approve with Conditions |
| PL/2022/06704 | 42 BARNWELL ROAD, MELKSHAM SN12 7DG
Proposed single storey rear extension
MTC Response: No Objection
Decision: Approve with Conditions |
| PL/2022/07063 | 5 ASH GROVE, MELKSHAM SN12 6HZ
Single storey side extension
MTC Response: No Objection
Decision: Approve with Conditions |
| PL/2022/06706 | 25 TRENT CRESCENT, MELKSHAM SN12 8BG
Proposed single storey rear extension
MTC Response: No Objection
Decision: Approve with Conditions |

PL/2022/06749

14 SHERWOOD AVENUE (TO THE WEST OF EPPING WALK),
MELKSHAM SN12 7HJ

Proposed detached 2 bedroom bungalow

MTC Response: Object on the following grounds:

- over development of the site.
- inadequate parking – there will be no allocated parking for the existing property once the development has taken place, car parking spaces will be lost and cars will be forced to park on the pavement.
- inadequate vehicular access.
- proposed parking is only accessed over a strip of land that does not belong to the applicant.
- there appears to be no Electric Vehicle Charging point as in the standard set out for all new builds.
- proximity to and impact on neighbouring properties.

The Committee requested that Councillor Oatley be asked to call-in the application at Wiltshire Council and that consideration be given to the Local Plan/Core Strategy regarding infill.

Decision: Refuse

PL/2022/06879

25 TRENT CRESCENT, MELKSHAM SN12 8BG

Proposed single storey rear extension

MTC Response: No Objection

Decision: Approve with Conditions

PL/2022/06565

2 LONGFORD ROAD, MELKSHAM SN12 6DH

Proposed timber summerhouse in garden area of property.

MTC Response: No Objection

Decision: Approve with Conditions

Councillor Goodhind stated the conditions were that it complied with the application.

Councillor Alford joined the meeting at 7.25 pm.

314/22 Draft Town Centre Masterplan

The draft Town Centre Masterplan produced by AECOM was received.

The Town Clerk confirmed that:

- Place Studios had recommended that priority statements not policies relating the Town Centre Masterplan would be included in the Neighbourhood Plan.
- The Town Centre Masterplan would come to the Town Council before being approved.

- As part of the Neighbourhood Plan the Town Centre Masterplan should be community led and there will be an opportunity for residents to comment at the Christmas Lights switch on event.

It was proposed by Councillor Rabey, seconded by Councillor Goodhind and

UNANIMOUSLY RESOLVED to approve the recommendations made by Place Studio that the priority statements within the Town Centre Masterplan relating to the Masterplan be inserted into the Neighbourhood Plan at the appropriate stage.

315/22 Neighbourhood Plan

The October 2022 Neighbourhood Plan review update was noted.

316/22 Local Highways and Footpath Improvement Group (LHFIG) Issues

317/22 Coach Parking Suggestion - King Street Car Park Melksham

Members noted the response from Wiltshire Council Highways Department regarding coach parking in car parks.

The Town Clerk confirmed that Wiltshire Council Highways department had stated that they would not fund works to car parks for coaches. Councillor Hubbard suggested that the Town Council consider how the coach and bus spaces are utilised as the town does not have a bus station, and that the Town Council could explore the possibility of utilising that space to provide a better facility for the town as part of the Town Centre Masterplan.

It was proposed by Councillor Goodhind, seconded by Councillor Rabey and

UNANIMOUSLY RESOLVED that AECOM consider the utilisation of coach and bus spaces when reviewing parking within the town, as part of the Town Centre Masterplan.

318/22 Farmers Roundabout Active Travel Scheme

The request from Wiltshire Council Highways team regarding expanding the signage provisions relating to the Farmers Roundabout Active Travel Scheme was noted.

It was proposed by Councillor Rabey, seconded by Councillor Goodhind and

UNANIMOUSLY RESOLVED that Members would carry out a physical survey of the area in the spring of 2023 and members submit any further suggestions to the Town Clerk to forward to the Wiltshire Council Highways team.

319/22 Parking Restrictions Times (Double Yellow Lines)

Members agreed that Skylark Road, Semington Road (opposite the petrol station), Cranesbill Road (near Forest and Sandridge School) would be submitted to Wiltshire Council Highways team as suitable locations for parking restrictions using double yellow lines.

Members agreed to forward further suggestions to the Town Clerk.

320/22 Electric Vehicle Charging Scheme for Melksham

The report of the Town Clerk regarding the Electric Vehicle Charging Scheme for Melksham was received.

The Town Clerk asked the committee to consider whether the Town Council should apply for funding for an Electric Vehicle Charging scheme. Currently, a 60% government grant is available for contactless payment and a 40% Wiltshire Council grant is available for non-contactless. These units would require additional funding to accept contactless payment. If the Town Council chose the Wiltshire Council scheme it would have to provide the spaces and be liable for the infrastructure. King George V Park was suggested as a suitable place for units.

Councillor Hubbard urged the Council to explore other options available. Councillor Alford stated that non-contactless payment units were being addressed by the Wiltshire Council Cabinet and an extra cost is not preferred.

It was proposed by Councillor Rabey, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to agree to start the process with the Wiltshire Council scheme which could be reviewed in the future should additional costs be highlighted. Consideration needs to be taken of officer time available.

321/22 Reducing Traffic in the Town Centre

The car park re-assignment report was noted.

Councillor Goodhind explained that the work suggested in the report was being considered as part of the Town Centre Master Plan due to traffic access problems caused by the location of the main car park in the town centre.

Councillor Alford stated that should the Church Street car park be closed the Town Council would have no control over future use of the land.

It was agreed to wait until the results of the Technical Survey being carried out by AECOM had been produced to discuss further.

322/22 Extension/Alteration of No Waiting Any Time Restrictions on Portal Road Melksham

Members noted that the proposed yellow lines had already been painted in Portal Road.

It was proposed by Councillor Oatley seconded by Councillor Rabey and

UNANIMOUSLY RESOLVED to contact Wiltshire Council confirming that the Town Council supported the painting of yellow lines on Portal Road.

323/22 Taxi Overcharging in Melksham

The complaint regarding alleged overcharging of customers by some local taxi companies was noted.

Councillor Hubbard confirmed that there are no fuel levies charged to taxi drivers and that Wiltshire Council was investigating the allegation.

It was agreed to post warnings to residents on the Town Council's social media confirming that this was an illegal act and any drivers charging such levies were in breach of their licence. Residents would be encouraged to report any additional charges for fuel levies in Bath paid to Wiltshire Council Licensing department.

Councillor Alford left the meeting at 8.25 pm

324/22 Sparkle Team and Parish Steward

The Town Clerk agreed to forward information regarding the use of anti-graffiti paint on the underpass to Councillor Hubbard.

Works to be added to the Sparkle Team and Parish Steward schedule of works were as follows:

- Confirm with the Sparkle Team/Parish Steward that the Town Council supports the use of anti-graffiti paint on the underpass. The Sparkle Team/Parish Steward would be asked to contact the Town Clerk should there be an issue of who would pay for the paint.

It was agreed that the following two items would remain permanently on the schedule of works for the Sparkle Team/Parish Steward:

- Removal of weeds and cutting back vegetation on the lane between the Church and Hazelwood Road.
- Removal of weeds in the underpass at the area towards the station.

325/22 Draft Annual Budget 2023-2024

The draft Annual Budget for 2023-2024 was received.

Members sought explanations to be provided on amendments of budget to the following areas:

- CCTV – Councillor Hubbard asked for full details of capital and running costs for the combined CCTV partnership to be setup with Warminster, Westbury, West Wilts Trading and the Town Council.
- Clarification of Business Networking budget – Councillor Rabey asked for an explanation of exactly what work this budget would cover.
- Publicity and Marking – Councillor Oatley stated this budget should not be decreased.
- Town Development – Councillor Hubbard asked for descriptions alongside the budget to document exactly what the expenditure is for.
- LHFIG expenditure – Councillor Hubbard asked that a reserve budget for works agreed to be set up for funds to be transferred into once LHFIG expenditure has been approved.

Councillor Hubbard requested a presentation to be given to the Committee by the Budget Working Group explaining the recommendations/changes.

The Town Clerk agreed to provide a more detailed explanation of expenditure and an anticipated out turn in the budget to councillors.

The Town Clerk confirmed that the budget would be considered at the Finance, Administration and Performance Committee meeting to be held on 21 November 2022 and then be considered by Full Council on 28 November 2022 for approval.

326/22 Confidential Session

It was proposed by Councillor Rabey, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED that the meeting be held in confidential session in view of the sensitive nature of the business to be transacted.

327/22 Neighbourhood Plan Update

The discussion note prepared by Place Studios for the Joint Melksham Neighbourhood Plan Steering Group was received and the recommendations contained therein considered.

It was proposed by Councillor Oatley, seconded by Councillor Rabey and

UNANIMOUSLY RESOLVED that the Town Clerk be asked to write to all Wiltshire Councillors on the Area board to request that the Town Council be invited to planning committee meetings and any other meetings regarding the subject under discussion.

It was agreed that Councillors Oatley, Rabey, Hubbard, Goodhind and the Town Clerk would meet with Melksham Without Parish Council to discuss the subject on Tuesday 22 November 2022.

It was proposed by Councillor Rabey, seconded by Councillor Cooke and

UNANIMOUSLY RESOLVED that AECOM be asked to carry out initial works on the subject, keeping this confidential at the present time.

Meeting Closed at: 9.31 pm

Signed:

Dated: